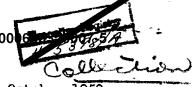
## Approved For Release 2001





9 October 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT

Increase in Copies of State Department Despatches to CIA

REFERENCE

Memo to A-DD/A fr Chf, GSO dtd 3 Sept. 153, same subject

Memo to Chf, Liaison Div, OCD, from Ex Off, OCD, dtd 18 Sept. '53, same subject

- 1. Reference B, attached hereto, indicates that OCD has been successful in solving in part the basic problem outlined in Reference A.
- 2. State has agreed to increase the number of copies on all State despatches, airgrams, etc., from five (5) to seven (7) copies.
- 3. This action has avoided additional CIA reproduction costs conservatively estimated at \$80,000 per year. The estimates are based on the daily volume of despatches received from State Department by OCD.
  - 15 Batches per day from State
  - x 35 Despatches, airgrams per batch
  - 525 Total daily despatches from State
  - Average number of pages per document x 3
  - 1.575 Pages per day
  - Copies of each page required for CIA distribution x 2
  - 3,150 Number of photostat copies that would have to be reproduced daily in CIA Reproduction Plant
  - x\$.10 Cost perphotostat copy
  - \$315.00 Cost per day
  - $\times 264$ Number of working days per year
  - \$83,160.00 Annual cost

4. Additional copies of selected despatches required by DDP/RQM can be absorbed in the present production of Agency facilities.

25X1A9a

Chief, General Services/Office

Attachments

Reference B

Reference phroved For Release 2004 A-RDP78-04718A000600**%**20007

25X1A

SECURITY INFORMATION

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4-5975

18 September 1953

MEMORANDUM FOR:

Chief, Lisison Division

FROM:

Executive, OCD

WE WE

SUBJECT:

Increase in copies of State despatches to CIA

. 25X1A9a 1. The attached letter from the Department of State authorizes an increase in the number of despatches distributed to CIA. The state has informed me that the change from 5 to 7 copies will be made effective on 21 September.

2. This increase in copies should permit you to make an immediate adjustment in routine dissemination to OIS. The OIS requirement, as conveyed to me by the property, is for 3 copies of State despatches; and, for 5 copies of State airgrams. The latter requirement has already been met by the action you took several weeks ago.

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25X1A9a

Attachment

25X1A9a

c: Special Assistant to DD/I

Attention: Mr Chief, RQM/OIS

General Services

Attention:

CENERY SERVICES
OFFICE OF THE CHIEF
ZES S 1 21 M 2

25X1A9a

Gene: This sews up the problem in the attached correspondence from the DD/A; both have

been informed. The remaining OIS requirement for special supplemental reproduction of as many as 20 copies of selected despatches is one which they intend to work out directly with General Services as it does

not involve OCD. GEOGRAPHICA SECURITY INFORMATION

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No

## Approved For Release 200頁便報行: CIA-RDP78-04718A000600320007-5年 海"

Security Information

3 September 1953

MEMORANDUM FOR:

Acting Deputy Director (Administration)

SUBJECT:

Copies of Department of State Correspondence

- 1. The following information indicates that CIA is experiencing difficulty in obtaining sufficient copies of Department of State's telegrams, airgrams and dispatches required for dissemination within the Agency.
- 2. In August, OCD made an informal request to General Services that I multilith operator and I collator, or equivalent funds for salaries be furnished to the Department of State to reproduce the number of copies required by CIA. During the course of revising our 1954 budget, we inquired of OCD as to whether or not a formal request was to be made on this matter. The DAD/CD stated that he had no information as to insufficient copies being made available to CIA or any plans for the reduction in the number of copies now being furnished by the Department of State.
- 3. Shortly thereafter, the OCD Liaison Officer with State Department stated to Chief, Printing and Reproduction Division that CIA was not receiving sufficient copies for internal dissemination and that the State Department indicated that there would be a further reduction in the number of copies.
- 4. At the same time the Chief, RQM/DDP stated that due to budget cuts in the State Department the number of copies required by DD/P for CS Divisions would not be available to CIA through OCD. Attached hereto is a copy of a memorandum from the Chief, RQM/DDP, dated 26 August 1953 on the subject matter which I believe is self-explanatory.
- 5. Upon receipt of the above information from DD/P, we again contacted OCD on the basis that the information and memorandum from DD/P was not consistent with information previously furnished us by OCD. Our primary purpose in contacting OCD was to determine the extent of the increased workload on printing and reproduction facilities if CIA were to reproduce the number of copies required for internal dissemination. In the absence of the DAD/CD, who was

**SECRET** 

Security Information

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Security Information

on leave, the Executive Officer, OCD, requested time to pursue the matter further with the State Department and at the same time expressed an opinion that sufficient copies could be obtained from the State Department and thereby eleviate any increase in CIA printing and reproduction services.

25X1A9a

Acting Chief, General Services Office

Attachment: Memo 26 Aug. '53 to Chief, GSO from Chief, RQM/OIS

	TR	ANSMITTAL	_ SLIP
			8 Sep 53
T0:	DD/I		
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STATINTL

TR	RANSMITTAL SLIP
* /	1/1 October 1953
TO:	
Colonel White	
BUILDING	ROOM NO.
REMARKS:	
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stead of 5 co	now receive 7 copies in- opies which except for ations takes care of our
	A)
FROM:	M
BUILDING	ROOM NO. EXTENSION
FORM NO. 36-8 SEP 1946	16-65268-1 GPO

STATINTL